



State Of California
California Commission On Teacher Credentialing
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EMERGENCY SUBSTITUTE TEACHING PERMIT For Prospective Teachers

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. The permit is valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher and may only serve for a maximum of 90 days during the school year. In a special education classroom the holder may serve for no more than 20 days for any one teacher during the school year.

Requirements for the Permit

Applicants must satisfy **all** of the following requirements:

1. Complete a minimum of 90 semester units of course work from a regionally-accredited California college or university
2. Verify current enrollment in a regionally-accredited four-year California college or university
3. Pass the California Basic Educational Skills Test (CBEST)

Applying for the Permit

Applicants may submit their application packets directly to CCTC or through their employer. The application packet must include **all** of the following:

1. Completed 41-4 application form
2. Completed 41-CIC and a Livescan form (41-LS) or two completed fingerprint cards (FD-258) (if not previously submitted)
3. All required fees (see Fee Information form CL-659)
4. Official transcripts showing required course work, as described above
5. An original letter from the registrar of the office of admissions, or official transcripts showing work in progress, verifying enrollment in a regionally-accredited four-year California college or university
6. A copy of the CBEST Verification of Passing score report

Applying for a One-Time Renewal of this Permit

Applicants may renew the permit only once. Applicants may submit their application directly to CCTC or through their employer. Applications submitted prior to the expiration date of the current permit are valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires are valid for one year starting the date the application is submitted to the employing agency or CCTC.

Renewal application packets must include **all** of the following:

1. Completed 41-4 or 41-Ren application form
2. Application fee (see Fee Information form CL-659)
3. Official transcripts showing completion of 15 semester units of course work from a regionally-accredited four-year California college or university taken since the previous permit was issued
4. Verification of continued enrollment in a regionally accredited four-year California college or university by an original letter from the registrar or office of admissions, or official transcripts showing work in progress

Reference: Title 5, California Code of Regulations, Section 80025.2